

# Licensing: Coronavirus (Covid-19) Advice and Guidance

Advice and guidance for current licence holders and new applicants on changes to our Licensing service



This guidance is for current licence holders and anyone planning to apply for a new licence. It explains the changes we are making to our Licensing services to help minimise the disruption caused to licence holders by Covid-19.

Everyone has a role to play in limiting the spread of Covid-19. Licence holders, including taxi and private hire car drivers, are reminded to follow Government advice including advice on isolation if you have symptoms.

## 1. GENERAL GUIDELINES ON CHANGES TO THE OUR LICENSING SERVICE

### 1.1 Face to Face Appointments

We are not currently offering appointments at our Service Desk. Alternative arrangements are being put in place to enable essential paperwork to be submitted electronically.

### 1.2 Committee and Board Meetings

All planned meetings of the Licensing and Regulatory Committee and the City of Glasgow Licensing Board have been postponed. If you are scheduled to attend a future meeting please **do not attend**.

We will contact you directly about alternative arrangements – where possible decisions may be taken without the need for a meeting.

### 1.3 Submitting Applications

We are asking customers to only submit essential applications or paperwork. If necessary, your application should be sent electronically to one of the following email addresses.

Liquor and Gambling	All other Licence Types
LicensingBoard@glasgow.gov.uk	LicensingEnquiries@glasgow.gov.uk

You can find electronic copies of our applications at <https://www.glasgow.gov.uk/licences>

Your application should be signed. Any necessary documentation should accompany the application. If you do not have scanned/electronic copies of documents you can provide photographs. Images of documents must be clear and legible.

Once we receive your application we will review it and contact you to arrange payment.

If you are applying for a taxi or private hire car drivers licence we will also contact you with specific instructions on providing your right to work documentation.

Please be aware that it may take some time to review and process your application. You should expect most applications to take the statutory timescale of 9-12 months to process.

**If you planning to submit a renewal application please read our guidance for existing licence holders**

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### 2. GUIDANCE FOR EXISTING LICENCE HOLDERS

#### 2.1 Your Licence is Due to Expire

All licences due to expire before on or before 31 May 2020 will automatically be extended by a period of 3 months. You will be licensed to continue to trade over the extended period subject to Government guidance on Covid-19.

Current Expiry Date	Extended Expiry Date
31 March 2020	30 June 2020
30 April 2020	31 July 2020
31 May 2020	31 August 2020

Applications for renewal of a licence will not be accepted until June 2020 at the earliest. We will continue to review this position and may apply a further extension to licences if necessary. The guidance will continue to be updated.

### 3. SECTOR SPECIFIC GUIDANCE FOR TAXI AND PRIVATE HIRE CAR LICENCE HOLDERS

#### 3.1 Certificate for the Introduction to the role of the professional Taxi and Private Hire Car Driver at SCQF Level 5

*Please read this part of the guidance in conjunction with section 2.1*

Given the Covid-19 situation, renewal applications due on or after 1 April 2020 will be accepted without the Certificate but there will be a requirement to submit the Certificate within 6 months of the licence renewal application being submitted to the Licensing Authority.

For the avoidance of doubt, if the original expiry date of your licence is before 1 April 2020 you are not required to undertake the training before submitting your renewal application.

#### 3.2 Topographical Test

The Topographical Test on 31 March 2020 has been postponed. Please do not attend the City Chambers on 31 March 2020 to sit this test. The Licensing section will contact you as soon as possible to re-arrange the Topographical Test.

#### 3.3 Vehicle Inspections

If you have a scheduled inspection you should still plan to attend. You will be contacted by the Inspection Centre if the position changes.

#### 3.4 Frequently asked Questions (FAQs)

**Q. I have a medical appointment at People Asset Management (PAM) and I have Covid -19, what should I do?**

A. If you or a family member who you share a household with has Covid-19 or any of the symptoms and are self-isolating please phone PAM on 0141 428 3900 to notify them that you will be unable to attend your appointment.

Please note that in this situation, you are strongly advised not to operate as a driver and follow Government guidance on Covid-19.

**Q. I am having difficulty trying to contact People Asset Management (PAM) what should I do?**

A. If the office at PAM is closed as a result of Covid-19 please email [LicensingEnquiries@glasgow.gov.uk](mailto:LicensingEnquiries@glasgow.gov.uk) with your name, date of birth and the date of when your appointment was supposed to be. In this situation, you will still be able to operate as a licensed driver subject to following Government guidance on Covid-19.

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### 4. SECTOR SPECIFIC GUIDANCE FOR LIQUOR LICENCE HOLDERS

#### 4.1 Food Takeaway and Delivery Services

Following the announcement by the UK Government regarding a relaxation of planning rules, the Licensing Board is supportive of licensed premises which wish to provide a food take away and food delivery service.

Where the premises sell food and are licensed for both on and off-sales of alcohol, the delivery of alcohol with food will also be permitted, subject to compliance with the appropriate provisions within the Licensing (Scotland) Act 2005 and the Licensing Board's alcohol delivery conditions which can be found at Part 9.3 of the Licensing Board's Policy Statement which can be viewed <https://www.glasgow.gov.uk/licensingboard:->

#### 4.2 Personal Licence Holder - Training

Personal Licence holders are required to undergo refresher training every five years and to provide a copy of their training certificate to the Licensing Board.

If you are unable to take a refresher training course as a result of:

- no courses running because of Covid-19;
- you or a family member have Covid-19 and you are self-isolating; or
- you are worried about attending a course because of Covid-19

Please be assured that your Personal Licence will **remain in effect**.

You will be given an automatic **three month extension** on the timescales to undertake your training and to submit your training certificate.

We will continue to review this position and may apply a further extension if necessary. The guidance will continue to be updated.

If you need to submit your training certificate, please use our online form: <https://www.glasgow.gov.uk/alcohol/refresher>

#### 4.3 Frequently asked Questions (FAQs)

**Q. Can I open my premises early for food outwith licensed hours?**

A. Yes, subject to Government guidance on Covid-19

**Q. My outdoor area is licensed by occasional licences, will I need to submit further applications to keep operating?**

A. If you currently have an occasional licence for an outside area, this will remain in effect until the 30 April 2020. Use of the area will be subject to Government guidance on Covid-19.

We will continue to review this position and may apply a further extension if necessary. The guidance will continue to be updated.

### 5. SECTOR SPECIFIC GUIDANCE FOR PUBLIC ENTERTAINMENT LICENCE HOLDERS

#### 5.1 Rescheduled Events

If you have already lodged a Public Entertainment Licence and wish to re-schedule your event to another date(s), please email [LicensingEnquiries@glasgow.gov.uk](mailto:LicensingEnquiries@glasgow.gov.uk) with the heading Public Entertainment Licence – (name of event).

If you do wish to have your event on another date you will not be charged by the Licensing Authority for the change of date. The Licensing Authority will require from you an updated Permission to Use for the new dates.

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### 6. FURTHER GUIDANCE

- 6.1 We will continue to update this guidance as necessary. If you have an urgent specific query you can contact us by email. Due to the anticipated volume of enquiries please be aware that it may take some time to respond.

<b>Liquor and Gambling</b>	<b>All other Licence Types</b>
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